

JOB OPPORTUNITY BULLETIN

Personnel Services Specialist I/Sr. Personnel Specialist

Salary: A: \$2602 – 3162
B: \$2993 – 3640
C: \$3098 – 3776

Salary: \$3658 - 4446

The *State Coastal Conservancy*, a small environmental agency located in downtown Oakland, is looking for a **limited term (13 months), full time, experienced**, Personnel Services Specialist/Senior Personnel Specialist to join the Human Resources Unit.

Under general supervision of the Chief of Administration this position performs a variety of personnel/payroll related duties. Duties include:

- Process a variety of personnel/payroll transactions for approximately 90 staff, various benefit forms, State Disability, NDI/Workers Compensation claims.
- Process payroll and master payroll reconciliation. Compute and request payments for intermittent employees, overtime and salary advances.
- Maintain and post leave record accrual and usage on LAS.
- Initiate and process Probationary reports, IDP's, MSA and SISA Certifications and requests for range change.
- Request and clear certification lists; knowledge of position control, 607 processing
- Distribute and maintain Conflict of Interest records, maintain employees OPF's and other duties as required.

Desirable Qualifications:

Knowledge of State Payroll/Personnel Payroll experience. Accuracy with numbers and good written and oral skills are important. Dependability, good attendance; ability to adjust to shifting priorities; familiarity with various PC programs including Word and Excel; service oriented with good interpersonal skills; willingness to work to meet deadlines, ability to get along well with others.

Appointment subject to SROA/Surplus lists.

Submit standard state application (Form 678) and resume to:

State Coastal Conservancy
1330 Broadway, 13th Floor
Oakland, CA 94612-2530
Attention: Cindy Martin, Human Resources
FAX: 510-286-4344
cmartin@scc.ca.gov

For more information, please contact Cindy Martin at (510) 286-4340 or Regine Serrano at (510) 286-4349 or email at rserrano@scc.ca.gov

Applications will be screened and the most qualified will be scheduled for an interview.